	A	B	C	D	E	F	G	H	I
1	STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3			01 November 2018						
4	Health and Safety Quarterly Report	To present the quarterly health and safety report - for June to September 2018	On agenda	Colin Leaver	Governance	Governance	5.2		
5	Supporting Attendance and Wellbeing / Revised Absence Management Policy	To seek approval of a new policy to replace the Maximising Attendance policy.	On agenda	Keith Tennant	People and Organisation	Resources	4.1	D	Was delayed from September to allow sufficient time to consult with the Trade Unions, particularly the teaching Trade Unions as a result of the school summer holidays
6	Introduction of a Shared Cost Additional Voluntary Contribution (SCAVC) pension arrangement	The report is to provide detail and seek approval for the Shared Cost Additional Voluntary Contribution pension arrangement.	On agenda	Neil Yacamini	People and Organisation	Resources	5.3		
7	Staff Travel Policy	To present the revised staff travel policy for comment prior to presentation to City Growth & Resources Committee for approval	On agenda	Carol Smith	Finance	Resources	4.1		
8	Revised Behavioural Framework	The report will either report progress towards a revised behavioural framework for the organisation or will present the framework itself		Dorothy Morrison/ Martin Wyllie	People and Organisation	Resources	6.1	D	Delayed to January 2019, to allow the new Chief Officer - Organisational Development to overview the work being done on culture and behaviours before it is signed off by Committee
9	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Neil Yacamini	People and Organisation	Resources	5.2	D	Delayed to January 2019, as the next report from the supplier is due at the end of October and so information is not available to be presented to the November meeting

	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
10	Mental Health Action Plan	SGC 29/06/18 - To note the request to produce a mental health action plan based on robust evidence-based data and to instruct the Interim Chief Officer - People and Organisation to gather relevant data and present this to the meeting of the Staff Governance Committee on 1 November 2018 together with any necessary action plan.		Keith Tennant	People and Organisation	Resources	1.3	D	The Council's Corporate Management Team wish to have oversight of the report and action plan, therefore the report will now be submitted to the Committee on 31 January 2019.
11	Risk Register (People and Organisation)	To present the risk register		Morven Spalding	People and Organisation	Resources	GD 7.4	D	This will be submitted to in January to allow the Chief Officer – Organisational Development and Director of Resources to review the current risk register.
12	Recruitment and Retention of Lorry Drivers	ODC 29/05/18 - To request that a report be brought to the Staff Governance Committee, to investigate what initiatives could be used to recruit and retain lorry drivers		Pam Walker	Operations and Protective Services	Operations	Purpose 5	R	Officers have proposed that this would be best fulfilled by a Service Update (which has been circulated to Members) as there are no recommendations for approval by the Staff Governance Committee. It is therefore recommended for removal.
13			**31 January 2019**						
14	Absence Update	To update Committee on absence rates for ACC		Neil Yacamini	People and Organisation	Resources	5.3		
15	Employee Assistance Scheme Six Monthly Report	To present the employee assistance scheme six monthly report		Neil Yacamini	People and Organisation	Resources	5.2		
16			**18 March 2019**						
17	Health and Safety Quarterly Report	To present the quarterly health and safety report - will include Record of Health & Wellbeing Events as appendix		Colin Leaver	Governance	Governance	5.2		

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2	**Report Title**	**Minute Reference/Committee Decision or Purpose of Report**	**Update**	**Report Author**	**Chief Officer**	**Directorate**	**Terms of Reference**	**Delayed or Recommended for removal or transfer, enter either D, R, or T**	**Explanation if delayed, removed or transferred**
18	Equal Pay Audit	SGC 04/05/18 - To request that following the equal pay audit report having been considered by the Audit, Risk and Scrutiny Committee that a copy of the report be submitted to a meeting of this Committee for information		Neil Yacamini	People and Organisation	Resources	6		
19	Violence in the Workplace Policy	SGC 03/09/18 - to instruct the Interim Chief Officer - People and Organisation to consider the request from Unison to explore the merit of producing an employment policy dealing with the effects of violence against women and to report back to the Committee by March 2019 on whether such a policy was required		Keith Tennant	People and Organisation	Resources	1.3		
20	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Neil Yacamini	People and Organisation	Resources	5.2		
21			**April 2019 Onwards**						
22	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	To be reported May 2019	Stephanie Dunsmuir	Governance	Governance	GD 7.4		
23	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report	To be reported May 2019	Neil Yacamini	People and Organisation	Resources	5.2		
24	Employee Assistance Scheme Six Monthly Report	To present the employee assistance scheme six monthly report	To be reported May 2019	Neil Yacamini	People and Organisation	Resources	5.2		